CHRS

Common Human Resources System

A Demonstration of:
Time & Labor Reporting
Absence Management

Presented by

Payroll

CSU

Channel Islands

CALIFORNIA STATE UNIVERSITY

Today's Agenda

- Welcome and Introductions
- CHRS 101 (QR code)
- Preparing for CHRS
- System Demonstration
- CHRS System Recap
- Toolkit
- Q & A

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Payroll Welcomes Timekeepers and Managers

Diana Enos*

- Associate Director of Human Resources

Richard Guyette*

- Payroll Technician II

Alia Hafez

- Payroll & Benefits Analyst

Rita Velasco

- Payroll Technician

Vickie Metcalfe

- Payroll Technician III

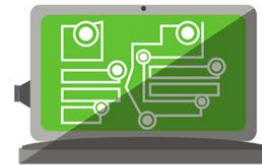*CHRS Project Module Leads

CHRS Refresher

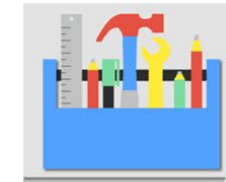SCAN TO

VISIT CHRS AT CI ONLINE

CHRS is replacing CI Personnel

PeopleSoft 9.2 + Customizations built for the CSU = CHRS
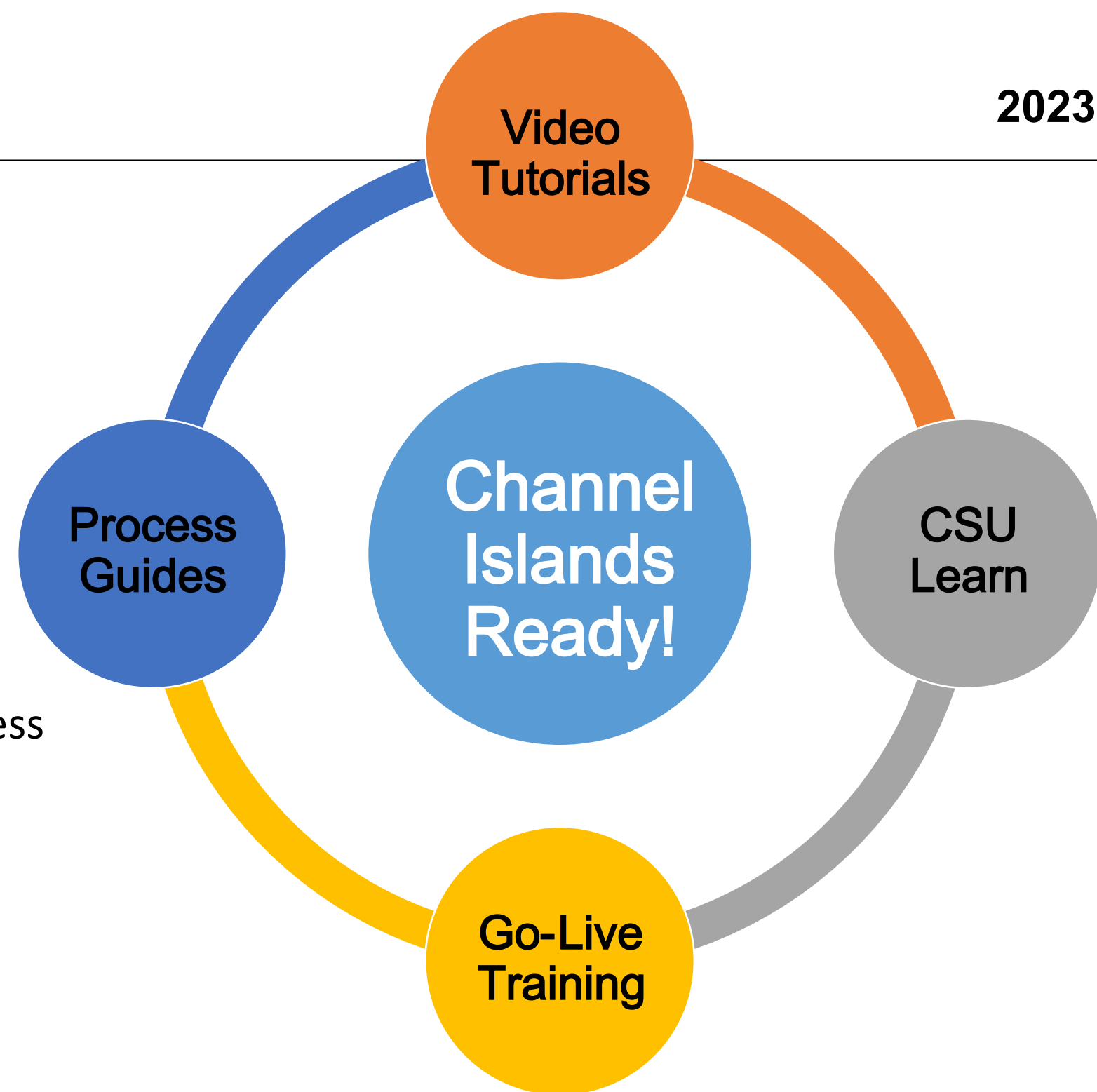
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Preparing You for CHRS

CHRS Training – Learning Begins Today

Great ways to get connected and learn about the upcoming changes and system:

- Visit the [Training and Resources webpage](#)
- Start watching some videos and reading process guides that will be continuously posted
- Attend events when you can
- Take part in our demos and office hours (Office hours coming soon in November!)
- Contact us at CHRS@csuci.edu

Video Tutorials

CSU Learn

Channel Islands Ready!

Process Guides

Go-Live Training

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CHRS Time and Labor

CHRS Absence Management

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Employee Self-Service

 No Leave Taken Entry ←**click to play demonstration**

 Request Absences (formerly Absence Event) ←**click to play demonstration**

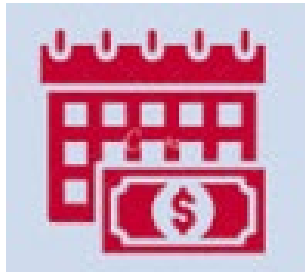 **Report Time/Entering Additional Pay Types** ←**click to play demonstration**

Student Assistant and Hourly Intermittent employees are reported as positive/hourly pay

Reporting overtime (includes Compensatory Time Off)

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Manager Self-Service

Approval of Requested Absences ←click to play demonstration

Reporting Time on Behalf of an Employee ←click to play demonstration
Student Assistant hours (Positive Pay)
Overtime hours (Additional Pay for negative time reporters)

Approve/Deny Hourly Time ←click to play demonstration
Student Assistant hours
Overtime hours

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A Summary of What You've Learned Today

BEFORE

- *Report Absences*

- *Paper forms for reporting Additional Pay (shift differential, overtime)*

- *Manual process to correct absence entry (email, paper correction)*

- *No Leave Taken and Absences are entered on the same page*

AFTER

- *Request Absence*

- *Online reporting and approval of Additional Pay*

- *Managers and Approvers may cancel or request correction to an absence entry*

- *No Leave Taken is a standalone page*

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Takeaway Tips for CHRS!

- *Time reporting codes are applied to employee profiles per bargaining unit agreement*

- *System notifications*

- *CHRS does not replace or change current, internal department processes*

- *Mobile device friendly*

- *Systemside/Chancellor's Office Payroll deadlines*
  - *Stay tuned to the Payroll Calendar*

QUESTIONS?

THANK YOU
FOR PARTICIPATING IN THIS IMPORTANT EVENT

Visit CHRS
on the Web https://www.csuci.edu/hr/chrs/

Contact CHRS
by email CHRS@csuci.edu